

# GREAT BEDWYN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

### HELD ON 4<sup>th</sup> SEPTEMBER 2025 7.30PM

### IN GREAT BEDWYN VILLAGE HALL

Present: Cllr D Cooper (Council Vice Chairman) Cllr B White (Council Chairman), Cllr P Angus, Cllr P Sims, Cllr H Cooper, Cllr K Nicholson, Cllr C Thompson. Clair Wilkinson (Parish Clerk).

**981.25 - 01. Welcome and public participation.** 6 members of the public and Ward Cllr Wheeler. The following points were raised. To note, this is a summary of comments and not a verbatim report.

The current traffic and parking issues at Church St and surrounding areas were raised. The Clerk has an action to add to the 26/27 budget an item to be discussed and voted on for a professional traffic report to be commissioned.

It will be considered to ask LHFIG for additional white lines especially around dropped kerbs. The October agenda will fully discuss where these extra lines would be placed.

Also add to the Oct agenda for EV charging points that could be placed in the village and how they'd be funded.

There is an allotment tenant not receiving emails from the RFO. The tenant was asked to give their email address to the Clerk to be checked. The RFO can send the backlog of emails.

Concern was expressed that the PC had chosen not to comment on a recent planning application on Farm Lane. It was noted that limited time had been available to review the proposal.

It was suggested that WCC be asked to move one of their waste bins from Browns Lane (where the Bridleway from Farm Lane joins it to another more suitable location. The Clerk will ask WCC if this is possible.

The subject of waste bins will be added to the October agenda. Do we need any larger bins, or bins emptied more often?

The Clerk will ask the RFO for the asset list of our current bins. To note that WCC will no longer provide additional bins. They may empty their bins more frequently if enough people log issues on MyWilts to say they are full.

The Clerk has an action to check a link on the parish councils website that is no longer working for the bus timetable.

**982.25 – 02. Apologies for absence and vote to approve them.**

Cllr Sheerin was away. Cllr Shill had a work commitment and Cllr Sanday was unwell.

**A proposal was made to accept these apologies given with the reasons stated. The proposal was seconded and all Cllrs were in favour.**

**983.25 – 03. Declarations of interest.** Cllr Angus lives near the SID on Browns Lane and Cllrs D Cooper, H Cooper and Thompson are allotment holders. Cllr Nicholson is on the village hall committee.

**984.25 – 04. Approval of Minutes from 10<sup>th</sup> July 25**

**The minutes of the meeting of 10<sup>th</sup> July 2025 were proposed as accurate. The proposal was seconded and all Cllrs were in favour.**

Chairmans Signature.....

Full Council 04.09.25

## 985.25 – 05. Review of action points from last meeting (completed items in grey)

| Owner                            | Minute ref  | Action                                                                                                                                      |
|----------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk                            | 785.24 – 20 | Add planning decision making process and check list to next agenda.                                                                         |
| Clerk                            | 793.24 – 28 | Arrange purchase of play area bark. DONE                                                                                                    |
| Cllr Sheerin                     | 849.24 -31  | Cllr Sheerin to email the council with information on the skills and knowledge sharing event                                                |
| Cllr H Cooper                    | 878.24 – 24 | Talk to Steve Smith and PCAP about provision needed to tie in with trains. Share any information found on community car shares.             |
| Cllr Angus                       | 895.24 – 12 | Cllr Angus to create the spec needed for the connection of Xmas lights to the WCC bollard and also the spec for an electrician for install. |
| Clerk                            | 900.24 – 17 | To look for other types of leave policy such as carers leave.                                                                               |
| Clerk, Cllr Shill and Cllr White | 905.24 – 22 | Cllr Shill and Cllr White to work on PC surgeries and local organisation needs and bring back to May meeting. Move to Sept                  |
| Clerk                            | 937.25 – 27 | Invite someone from North Wessex Downs to a council meeting once consultation and plan complete.                                            |
| Clerk                            | 938.25 – 28 | Add to July agenda to see how the surgery will work and how often meetings at school. Moved to Sept                                         |
| Clerk                            | 943.25 – 01 | Add path outside Drs surgery to Sept Stewards visit. DONE                                                                                   |
| Clerk                            | 953.25 – 11 | Add 3 year review of allotment income and expenditure to Sept agenda DONE                                                                   |
| Cllr Thompson                    | 955.25 – 13 | Talk to relevant parties about moving bench on Church St. DONE                                                                              |
| Clerk                            | 956.25 – 14 | Submit forms to WCC for Xmas lights when completed and do a risk assessment for putting up/taking down the lists.                           |
| Clerk                            | 957.25 – 15 | Purchase new defib and arrange install. Plus 2 external signs. DONE                                                                         |
| Clerk                            | 960.25 – 18 | Arrange for Tactical Facilities Management to empty 2 play area bins weekly. DONE                                                           |
| Clerk                            | 962.25 – 20 | Arrange for bunting purchase DONE                                                                                                           |
| Clerk                            | 963.25 0 21 | Purchase hi-vis and cones for SID moving DONE                                                                                               |
| Clerk                            | 965.25 – 23 | Add well at allotments to Sept meeting DONE                                                                                                 |
| Clerk                            | 966.25 – 24 | Twice a year handyman to review all physical assets and do any easy repairs                                                                 |
| Clerk                            | 967.25 – 25 | Do ACV for 3 Tuns pub                                                                                                                       |
| Clerk                            | 969.25 – 27 | Load new IT policy onto website DONE                                                                                                        |
| Cllr Thompson                    | 970.25 – 28 | Draft updated bio-diversity policy for Sept meeting DONE                                                                                    |
| Clerk                            | 971.25 – 29 | Report speeding results on Facebook page DONE<br>See if police can use our SID information to visit GB more often                           |
| Cllr Sims                        | 971.25 – 30 | To see if the newer SID is downloading information ok                                                                                       |
| Cllr H Cooper                    | 972.25 – 30 | Invite Wiltshire Connect to the public transport meeting that GBPC arrange DONE                                                             |
| Clerk                            | 973.25 – 31 | Add “Road narrows” sign at Browns Lane to Sept agenda for after the SID post has been shortened. DONE                                       |
| Clerk                            | 974.25 – 32 | Respond to WCC footpath and bridle way consultation. DONE                                                                                   |
| Clerk                            | 975.25 – 33 | Arrange for suggestion box at surgery to be brighter.                                                                                       |
| Clerk                            | 978.25 – 36 | To make arrangements to employ a second handyman as a contractor                                                                            |

Chairmans Signature.....

Full Council 04.09.25

| Owner | Minute ref  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk | 979.25 – 38 | <p>For Sept agenda:</p> <p>Look at allotment lease for changes to be made DONE</p> <p>Look at 3 years income and expenditure DONE</p> <p>Look at well water supply for allotments DONE</p> <p>Add to next Bedwyn News how residents can report issues to WCC, or report to Clerk for WCC. Add What3Words to reports. DONE</p> <p>Bin outside PO always overflowing. Ask if WCC can empty more often.</p> <p>Arrange Safety Committee meeting for culvert emptying at Brook St DONE</p> |

The Clerk will advise in the Bedwyn News that our contractor Technical Facilities Management, takes the waste from the dog bins and sends it away to be regenerated into energy. There was an emailed update from Cllr Shill to say the school had been asked again about meeting in the hall. No response yet.

**986.25 – 06. FINANCE To approve the council's bank reconciliation carried out since the last council meeting.**

A proposal was made to approve the bank reconciliation as accurate and complete. The proposal was seconded and all Cllrs were in favour.

**987.25 – 07. FINANCE. To note that TSB has been purchased by Santander. The PC has a savings account with TSB.**

This has been formally noted by the council. No action is required.

**988.25 – 08. FINANCE. To vote on whether the council should allow Cllrs to take an annual allowance. Figures provided from WCC on the level of allowance available.**

A proposal was made that GBPC would not allow Cllrs to take an allowance. The proposal was seconded and all Cllrs were in favour.

**989.25 – 09. FINANCE. To vote on whether to place a new dog waste bin in the playing field.**

A proposal was made that GBPC did not want a new dog waste bin in this area. The proposal was seconded and all Cllrs were in favour.

**990.25 – 10. FINANCE. To vote on items for consideration in the 26/27 budget and precept.**

Ideas:

Professional traffic survey of the village centre to identify problem areas and solutions and where additional parking could be placed. Funds TBC.

Professional feasibility study to identify where and how a public toilet could be placed within the parish. Must be accessible. Funds TBC.

**A proposal was made to add these items to the 26/27 budget for consideration. The proposal was seconded and all Cllrs were in favour.**

**991.25 – 11. ALLOTMENTS. To review the income and expenditure of the last 3 years for the allotments.**

The figures were reviewed by the council. There were no concerns or comments. No further action needed.

**992.25 – 12. ALLOTMENTS. To review information regarding water sources at the allotments, and vote on any next steps if required.**

There is a possible well or bore hole on site which could be looked into as a possible water source for use on allotments. Could also look at taking water from the gulley and pumping it into a large tank for use. Could also revisit adding a mains water supply as this was last reviewed about 10 years ago.

The RFO will provide the annual mains water costs for another parish council for comparison purposes. Needs to be consideration on whether to add funds for this work onto the lease fees charged each year to tenants.

The landowner is not aware of any wells on site. Old maps to do not show anything.

Once new handyman is employed he can do some investigating with tenants agreement.

**993.25 - 13. ALLOTMENTS. To approve the placement of a greenhouse on plot 105A**

A proposal was made to approve a greenhouse on plot 105A. The proposal was seconded and all Cllrs were in favour.

**994.25 – 14. ALLOTMENTS. To approve the current tenancy agreement, and vote on any changes that are required.**

The additional condition that no hedges are to be planted by tenants without approval had already been added. There were no other suggested changes.

A proposal was made to approve the current lease. The proposal was seconded and all Cllrs were in favour.

**995.25 – 15. ALLOTMENTS. To vote on whether to use council funds to trim vacant plots.**

Quotes are to be obtained for the next council meeting for a contractor to do this work.

The new council handyman could do this work but a professional trimmer would need to be hired.

Quotes also to be obtained to buy black plastic to cover vacant plots to kill off weeds.

The RFO is to be asked to calculate the total area that requires trimming/black plastic.

**996.25 – 16. FINANCE. Update on Xmas lights for the village centre for 2025.**

Cllr Angus has spoken to WCC, SSE and Atkins. We need permission from the lighting column owners to proceed.

Need to confirm we have 10 million public liability insurance.

Need an approved contractor to install the lights.

The Clerk is to ask a contact for costs for this work.

May either need to pay the electricity costs to SSE or ask for an unmetered supply and we will be charged for the wattage used.

The Clerk is expecting some documents from Cllr Angus on this.

The other option is battery lights.

£500 has already been approved for this work to go ahead.

#### **997.25 – 17. To approve the updated co-option policy for the council**

**A proposal was made to approve the updated co-option policy. The proposal was seconded and all Cllrs were in favour.**

#### **998.25 – 18. To vote on changes to the council's bio-diversity policy to include National Landscapes policy changes.**

**A proposal was made to approve the updated bio-diversity policy. The proposal was seconded and all Cllrs were in favour.**

If a bio-diversity audit is required then Pewsey PC can be contacted by Cllr Thompson for the details of how they arranged theirs.

A request may be submitted for the 26/27 budget for items such as bird box making and tree planting. A summary of actions taken can be added to the council website and Bedwyn News.

#### **999.25 – 19. Updates on a public meeting with regards to local parking issues and transport issues.**

Cllr H Cooper had invited Wiltshire Council to attend one of our meetings. No reply to date. Will continue to try to get a rep to attend.

#### **1000.25 – 20. To discuss and vote on the issues with parking on Church St.**

White lines and dropped kerbs discussed. Need to find out how we can get WCC to re-paint the existing white lines and new dropped kerbs added. Parking on white lines are not enforceable by law the council believes. The Clerk is to check this.

To also investigate the law around emergency vehicles not being able to access a road due to parked vehicles on both sides of the road. The Clerk is to check this.

The suggested budget item for a road traffic survey has already been included for consideration for the following years budget.

#### **1001.25 – 21. Parking possibilities at the Village Hall and elsewhere.**

Could Bruces Boats use their parking area to hire out spaces on a monthly basis to commuters as a revenue stream?

Could the PC assist with costs towards the set-up of this?

A general discussion around "Just Park" was had.

Parking area proposals for the next agenda will be added. Where do Cllrs see extra parking could be added?

**1002.25 – 22. Browns Lane SID. To discuss and vote on a new post and sign showing “road narrows”.**

There was no proposal at this time to have a permanent post on site.

Clerk to add an item to the next agenda for where to have the SIDS and for how long in each location.

**1003.25 – 23. PLANNING. To vote on the response on planning application PL/2025/06621 for Tottenham House Stables, Grand Avenue, Savernake, internal work.**

A proposal was made to respond with “No comment” to the application. The proposal was seconded and all Cllrs voted in favour.

**1004.25 – 24. COMMUNICATIONS. To discuss any actions for the following.**

- Outreach PC surgeries at the school in September. How will this work and how often should the council provide this extra service.
- PC to write to organisations locally asking them what their needs for the coming year were. Cllrs Shill and White to provide an update.

No updates. Add to next meeting.

**1005.25 – 25. To review any comments in the suggestion box at the Drs surgery.**

There were no items to review.

**1006.25 – 26. Playground update if required. (Cllr Nicholson)**

New bark has been ordered. There is a RoSPA inspection in September.

**1007.25 – 27. Finance report**

There were no comments or issues with the finance report shown below.

## Great Bedwyn Parish Council Finance Report 26th August 2025

### Payments Since Last Meeting

| Date       | Payee                              | Description                              | Gross £         | VAT £         | Net £           |
|------------|------------------------------------|------------------------------------------|-----------------|---------------|-----------------|
| 08/07/2025 | Vision ICT                         | Hosted email accounts (x12)              | 288.00          | 48.00         | 240.00          |
| 08/07/2025 | Eibe Play Ltd                      | See saw spares handle                    | 97.20           | 16.20         | 81.00           |
| 08/07/2025 | Last Landscaping                   | Grass cutting churchyard Q1 2025-26      | 1,026.00        | 171.00        | 855.00          |
| 16/07/2025 | Lloyds Bank                        | Unity card. Monthly fee & printer ink    | 9.49            | 1.08          | 8.41            |
| 18/07/2025 | DCK Accounting                     | July payroll                             | 37.80           | 6.30          | 31.50           |
| 22/07/2025 | Great Bedwyn Memorial Hall         | Hall hire Apr-Jun 2025                   | 30.00           |               | 30.00           |
| 22/07/2025 | Staff                              | July salaries                            | 566.00          |               | 566.00          |
| 22/07/2025 | HMRC                               | July payroll Tax/Ni                      | 141.40          |               | 141.40          |
| 24/07/2025 | Great Bedwyn Parish Council        | Internal transfer savings to current a/c | 4,000.00        |               | 4,000.00        |
| 31/07/2025 | Unity Trust Bank                   | Monthly service & transaction charges    | 7.80            |               | 7.80            |
| 08/08/2025 | Tactical Facilities Management Ltd | July grass cutting and bin empties       | 488.77          | 81.46         | 407.31          |
| 20/08/2025 | The Live is Life Foundation        | ViVest Defib                             | 918.00          | 153.00        | 765.00          |
| 26/08/2025 | Tactical Facilities Management Ltd | August grass cutting and bin empties     | 488.77          | 81.46         | 407.31          |
| 26/08/2025 | Staff                              | August salaries                          | 565.80          |               | 565.80          |
| 26/08/2025 | HMRC                               | August payroll Tax/Ni                    | 141.60          |               | 141.60          |
| 26/08/2025 | Lloyds Bank                        | Unity card. Monthly fee & printer ink    | 9.49            | 1.08          | 8.41            |
| 26/08/2025 | DCK Accounting                     | August payroll                           | 37.80           | 6.30          | 31.50           |
|            |                                    | <b>Total</b>                             | <b>8,853.92</b> | <b>565.88</b> | <b>8,288.04</b> |

### Bank Reconciliation at 26th August 2025

|                                     |          |            | £                | £                |
|-------------------------------------|----------|------------|------------------|------------------|
| Balance b/fwd at 3 Jul 2025         |          |            | 54,588.51        |                  |
| Receipts                            |          |            | 4,132.68         |                  |
| Payments                            |          |            |                  | 8,853.92         |
| Balance c/fwd 26 Aug 2025           |          |            |                  | 49,867.27        |
|                                     |          |            | <u>58,721.19</u> | <u>58,721.19</u> |
| <b>Balance per bank statements.</b> |          |            |                  |                  |
| TSB Business A/c                    | 51634    | 26/08/2025 | 175.00           |                  |
| TSB Saving A/c                      | 7018306  | 26/08/2025 | 77.36            |                  |
| Unity Business A/c                  | 20460060 | 26/08/2025 | 5,059.38         |                  |
| Unity Savings A/c                   | 20482873 | 26/08/2025 | 46,669.70        |                  |
|                                     |          |            | <u>51,981.44</u> |                  |
| Less unapproved payments            |          |            |                  |                  |
| OLB 47                              |          | 918.00     |                  |                  |
| OLB 48                              |          | 488.77     |                  |                  |
| OLB 49                              |          | 299.48     |                  |                  |
| OLB 50                              |          | 266.32     |                  |                  |
| OLB 51                              |          | 141.60     |                  |                  |
|                                     |          |            | <u>2,114.17</u>  |                  |
| Balance at 26 Aug 2025              |          |            | <u>49,867.27</u> |                  |

## 1008.25 – 28. Items for the next agenda.

None.

The meeting closed at 21.00

**Date of next meeting: Thursday 16<sup>th</sup> October 2025 Village Hall Legion Room at 7.30pm, there will be an informal discussion from 7.00pm.**

Chairmans Signature.....

Full Council 04.09.25

## Action Points

| Owner                            | Minute ref  | Action                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk                            | 785.24 – 20 | Add planning decision making process and check list to next agenda.                                                                                                                                                                                                                                                                                                                                                              |
| Cllr Sheerin                     | 849.24 -31  | Cllr Sheerin to email the council with information on the skills and knowledge sharing event                                                                                                                                                                                                                                                                                                                                     |
| Cllr H Cooper                    | 878.24 – 24 | Talk to Steve Smith and PCAP about provision needed to tie in with trains. Share any information found on community car shares.                                                                                                                                                                                                                                                                                                  |
| Cllr Angus                       | 895.24 – 12 | Cllr Angus to create the spec needed for the connection of Xmas lights to the WCC bollard and also the spec for an electrician for install.                                                                                                                                                                                                                                                                                      |
| Clerk                            | 900.24 – 17 | To look for other types of leave policy such as carers leave.                                                                                                                                                                                                                                                                                                                                                                    |
| Clerk, Cllr Shill and Cllr White | 905.24 – 22 | Cllr Shill and Cllr White to work on PC surgeries and local organisation needs and bring back to May meeting. Move to Sept                                                                                                                                                                                                                                                                                                       |
| Clerk                            | 937.25 – 27 | Invite someone from North Wessex Downs to a council meeting once consultation and plan complete.                                                                                                                                                                                                                                                                                                                                 |
| Clerk                            | 938.25 – 28 | Add to July agenda to see how the surgery will work and how often meetings at school. Moved to Sept                                                                                                                                                                                                                                                                                                                              |
| Clerk                            | 956.25 – 14 | Submit forms to WCC for Xmas lights when completed and do a risk assessment for putting up/taking down the lights.                                                                                                                                                                                                                                                                                                               |
| Clerk                            | 966.25 – 24 | Twice a year handyman to review all physical assets and do any easy repairs                                                                                                                                                                                                                                                                                                                                                      |
| Clerk                            | 967.25 – 25 | Do ACV for 3 Tuns pub                                                                                                                                                                                                                                                                                                                                                                                                            |
| Clerk                            | 971.25 - 29 | See if police can use our SID information to visit GB more often                                                                                                                                                                                                                                                                                                                                                                 |
| Cllr Sims                        | 971.25 – 30 | To see if the newer SID is downloading information ok                                                                                                                                                                                                                                                                                                                                                                            |
| Clerk                            | 975.25 – 33 | Arrange for suggestion box at surgery to be brighter.                                                                                                                                                                                                                                                                                                                                                                            |
| Clerk                            | 978.25 – 36 | To make arrangements to employ a second handyman as a contractor                                                                                                                                                                                                                                                                                                                                                                 |
| Clerk                            | 979.25 – 38 | For Sept agenda: Move to Oct.<br>Bin outside PO always overflowing. Ask if WCC can empty more often.                                                                                                                                                                                                                                                                                                                             |
| Clerk                            | 981.25 – 01 | Add budget item for traffic survey to be carried out in the village<br>Ask LGFIG about new white lines.<br>Ask WCC about re-painting white lines<br>Add to Oct agenda where white lines could be added.<br>Ask WCC if they will move their dog waste bins<br>Add bins to Oct agenda – larger bins or new bins<br>To ask RFO for current asset list of bins.<br>Check GBPC website for bus timetable item not working – Home page |
| Clerk                            | 986.25 – 06 | Get dog waste info from Tactical Facilities and let Bedwyn News know.                                                                                                                                                                                                                                                                                                                                                            |
| Clerk                            | 992.25 – 12 | Ask the RFO for annual allotment water costs at another PC. Add to future agenda to consider adding water costs to lease to cover the overheads of setting up and/or providing water.                                                                                                                                                                                                                                            |
| Clerk                            | 995.25 – 15 | Get quotes for strimming of the allotment site and also costs for black plastic sheeting. Ask RFO to calculate the total site area that needs strimming/covering.                                                                                                                                                                                                                                                                |
| Clerk                            | 996.25 – 16 | Check £10m public liability, try to locate a contractor to install the lights.                                                                                                                                                                                                                                                                                                                                                   |

Chairmans Signature.....

Full Council 04.09.25

| Owner | Minute ref  | Action                                                                                                                                                         |
|-------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk | 1000.25– 20 | Ask LHFIG/WCC about re-painting white lines or adding new white lines.<br>Are the enforceable? – check<br>Check emergency access requirements for 999 vehicles |
| Clerk | 1001.25– 21 | Add parking provisions to next agenda. Where could extra parking be added?                                                                                     |
| Clerk | 1002.24-22  | Add to Oct agenda where to place SIDS next and for how long.                                                                                                   |

DRAFT